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18 November 1952

MEMORANDUM FOR: Chief, General Services

SUBJECT : Telephone Service

REFERENCE : Memo dtd 22 Sep 52 to DD/A fr Ch, Gen Serv,
sub: "Telephone Service."

1. The Director has recently made a decision concerning the total strength of the Agency which will allow only a very limited expansion. In addition, where, when, and to what extent we will undertake the construction of the new building is still uncertain.

2. In view of these facts it is not considered advisable to undertake the proposed installation of new telephone equipment at this time.

3. This is an excellent study of the situation. However, it is suggested that it be held for future use in the event an expansion is authorized at a later date.

15/
L. K. WHITE
Assistant Deputy Director
(Administration)

Att
Orig & 1 of ref.

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